



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**STAFF COUNSEL
\$4,674 - \$7,828
ENFORCEMENT BUREAU
SACRAMENTO**

RESPONSIBILITIES: Under the direction of the Assistant Chief Counsel of the Enforcement Bureau, the Staff Counsel handles the more routine of the bureau's tasks pertaining to enforcing compliance with the Insurance Code; handles licensing and disciplinary matters pertaining to production agents and insurers. The Staff Counsel represents the Department in administrative hearings; conducts negotiations; drafts regulations; drafts legislation; holds investigatory hearings; confers and corresponds with other departmental personnel and members of the public as necessary; issues legal opinions and advises department personnel on legal issues. The Staff Counsel also assists the Staff Counsel III (Specialist) on the more complex cases or special assignments/projects for the Chief Counsel.

DESIRABLE QUALIFICATIONS:

- Familiarity with Insurance Code and related statutes and regulations
- Experience in litigation and administrative proceedings.
- Familiarity with methods and systems of all branches of California government
- Strong analytical and inter-personal skills
- Excellent written and verbal communication skills; comfort and familiarity with personal computer and popular office software packages and extensive knowledge of legal research methods
- Ability to meet multiple deadlines and perform under pressure

WHO MAY APPLY: Applications will be accepted only from current State employees at the Staff Counsel level or individuals with list eligibility. All applications will be reviewed, however, only the most qualified candidates will be considered. SROA or surplus employees are encouraged to apply. *Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment transfer, list eligibility, or Training and Development Assignment) on the State application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance, Human Resources Management Bureau, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Staff Counsel 413-132-5778-002" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call 492-3411.

FINAL FILING DATE: **May 22, 2007**

NOTE: **Interested individuals, including list eligible candidates, must submit applications by the final filing date in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD